



Role title: Lunchtime Assistant (Junior School)

Reports to: Pastoral Manager (Junior School)

Overview

Role Purpose

The post holder is responsible for supervising pupils during the mid-day break ensuring their safety and welfare. This includes supervision of busy areas; the dining areas, playground and circulation areas.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

- To be on duty in the area allocated and at the time allocated;
- To supervise pupils to ensure good behaviour in and around School;
- To report to the Pastoral Manager any health or safety hazards;
- To adhere to all School policies and procedures that affect you and your duties (eg: safeguarding; fire; accident reporting; no smoking; anti-bullying procedures & behaviour policies, School rules);
- To engage the children in play, encouraging them to play well together and resolve any issues as they arise;
- To attend to sick children;
- To report any accidents and request assistance to the School's first aider as required;
- To report to the Pastoral Manager or class teacher any incidents:-
 - where pupils have acted in a manner deemed to be a danger to themselves and others
 - where pupils have acted in an inconsiderate or discourteous manner
 - where pupils have disobeyed School rules
- To supervise pupils in the dining hall, to supervise the return of trays and the orderly stacking and clearing of dirty plates;
- To supervise and assist pupils with packed lunches and ensure clearance of waste;
- Encourage pupils to eat the meal provided; assist younger children with the cutting up of food and training pupils in the use of cutlery and table manners;
- Supervise classroom activities during inclement weather;
- To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

Person Specification

Qualifications

1	A good standard of maths and English
2	NVQ Level 2/NNEB qualification is advantageous
3	First Aid trained is advantageous

Background & Experience

4	Previous experience of working with school age children
5	Existing knowledge of Safeguarding requirements, EYFS requirements and Food Hygiene are advantageous

Personal Qualities

6	Excellent interpersonal/communication skills (pupils and staff), the ability to empathise with pupils
7	Good time management skills

Skills & Competencies

8	Ability to plan, organise and prioritise effectively
9	Proven ability to use initiative and be proactive
10	Effective behaviour management and patience

The Appointment

The School seeks to appoint a Lunchtime Assistant to supervise pupils during the mid-day break, ensuring their safety and welfare, with effect from September 2019. The rate of pay is £8.98 per hour, and the successful candidate will work from 12 noon to 1.30pm, Monday to Friday during term-time.

Benefits include the use of the fitness suite and swimming pool, and some staff discounts at local shops and restaurants.

Application procedure

A completed Application Form is to be addressed to the Human Resources Department by 9am on Friday 21 June 2019 with interviews taking place the following week.

Phone Number: 0161 488 3330 ext. 3439

Email: humanresources@chschool.co.uk

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All appointments at Cheadle Hulme School are subject to clearance by the Disclosure & Barring Service and to identity and qualification checks.

Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.

Registered Charity Number 1077017 for the education of children.